

Shoreline Policy and Procedure

CLKS – Sister City Relationship Policy – CLKS 04-1

Subject: Sister City Relationship Policy	Authority: Resolution 53
Effective Date April 26, 2004 (Resolution 213)	Approved By: City Council, April 26, 2004
Prior Versions and Related Policies Resolution 194, October 14, 2002 Purchasing	

1.0 PURPOSE

The City of Shoreline, in entering into sister city relationships, seeks international relationships which will enhance its citizens' understanding of other cultures, and/or which will allow the City to engage in productive and mutually beneficial exchanges of new technology, techniques, and solutions to problems with cities of comparable development. The City will support and encourage the establishment of sister city affiliations which serve the following objectives:

- To provide opportunities for citizens that live or work in Shoreline who wish to participate in social, cultural, educational, governmental, environmental, and economic exchanges.
- To provide citizens arts and cultural heritage exchanges
- To enhance citizens' economic well-being by developing opportunities for trade and tourism.
- To provide opportunities for citizens that live or work in Shoreline to work on international projects.
- To share expertise in addressing problems.
- To promote tourism and develop trade and economic ties in Shoreline with other parts of the world.
- To increase knowledge of and sensitivity to diversity here and abroad.

2.0 DEPARTMENTS AFFECTED

City Clerk's Office and City Manager's Office.

3.0 REFERENCES AND FORMS

3.1 REFERENCES

- A. Resolution 53
- B. Resolution 194
- C. Resolution 213

3.2 SISTER CITY FORMS

None.

4.0 PROCEDURES

4.1 SELECTION GUIDELINES

The following is a composite of different factors for consideration when selecting a sister city. These factors are recognized as subjective in nature and are to be used as general tools to assist in the selection process. The awareness that a desire to learn from and share experiences with another city can, in some cases, balance the lack of similar characteristics with a potential sister city.

A. Strong Shoreline community support.

B. Existence of a city organization or city sanctioned organization able to work closely with the Shoreline Sister City Association.

C. Similarity to the City of Shoreline in terms of:

- Size, in relation to the region, e.g., the City of Shoreline is approximately 11 square miles; Seattle is approximately 84 square miles. King County is approximately 2,126 square miles.
- Population, in relation to the region, e.g., the City of Shoreline's population is 53,020. Seattle has a population of 563,374.
- The proposed city has infrastructure challenges presented by a similar geographic condition, e.g., hilly terrain, surrounded by mountains and arms of the sea; density; infrastructure in place to allow accessibility to and from city.
- The proposed city has a similar role in the region, e.g., a key player in regional, economic and political activities.
- A history of informal relations between the two communities.
- Common ethnic or cultural heritage with residents of Shoreline.
- An interest in sharing views and information on issues of governance and citizen participation in public affairs.
- An interest in developing business, tourism and economic ties in Shoreline.
- An interest in sharing views and information on issues of governance and citizen/governmental relationships.

D. Recognized as a municipal government or similar political subdivision of an independent state of the world with which the United States has diplomatic relations at the time the selection is considered.

4.2 SELECTION PROCESS

In order to ensure that sister city affiliations reflect the community's interests, requests for the City for sister city affiliations shall be evaluated as follows:

A. Affiliation request initiated by another city:

1. If the City receives a request for a potential sister city relationship from another city, the matter will be referred to the Shoreline Sister Cities Association for review and a recommendation.
2. The Shoreline Sister Cities Association will review the request and make a recommendation to the City.
3. The City will review requests for establishing relationships, with the City Council making a formal decision on whether or not to proceed.

B. Affiliation request initiated by Shoreline:

1. Requests from residents wanting the City to consider initiating a sister city relationship with another city will be forwarded to the Shoreline Sister Cities Association for review.
2. The Shoreline Sister Cities Association will review and recommend action to the City. The City Council will consider the request and take action accordingly.
3. If the Council's consensus support is to proceed, the Mayor will send a letter on behalf of the community and City Council, inviting the other city to work with the Shoreline Sister Cities Association to establish a relationship.
4. If the other city responds favorably, the Shoreline Sister Cities Association will make a recommendation to the City for formal consideration of the relationship by the City Council.

4.3 . OPTIONAL FRIENDSHIP CITY STATUS

- A. The City Council can designate a city as a Friendship City for the first two years. The designation of Friendship City means that there is no formal structure to the city-to-city relationship and there are no formal obligations between the cities. The two-year trial period will give both cities the opportunity to continue to gauge compatibility and to determine if there is a long-term commitment on the parts of both cities to enter into a formalized sister city relationship.
- B. A "Memorandum of Understanding" between the City of Shoreline and the Friendship City will be prepared agreeing to a plan of action for the two-year trial time period. If needed, an extension of up to an additional two years may be granted by the City Council.
- C. A "Memorandum of Understanding" between the Shoreline Sister Cities Association and the City of Shoreline agreeing to a plan of action on how the

non-profit organization will support the friendship city relationship being established within the City's existing resources, staffing and authority.

- D. Following the two-year Optional Friendship City period, the Shoreline Sister Cities Association will make its final recommendation to the City prior to final decision regarding an on-going formal sister city relationship by the City Council. This recommendation will be based on the accomplishments of the Shoreline Sister Cities Association related to the plan of action outlined in the memorandum of understanding and the accomplishments of the plan of action between Shoreline and the Friendship City.

4.4 CITY INVOLVEMENT

- A. The City supports the Shoreline Sister Cities Association through largely indirect means. In general, the City will support the Association's efforts through combined promotion and publicity efforts, assisting with scheduling Council and Staff attendance at local exchanges, visits by delegations and providing meeting room space for Association business. The City may also work with the Association to provide opportunities for exchanges with recreational programming and special events as resources allow. The City of Shoreline may involve private citizens and organizations in the implementation of this policy, at the discretion of the City Manager.
- B. Through its sister cities program, the City of Shoreline carries out a fundamental government purpose of providing social, cultural and educational services. The City will, therefore, expend such funds as it may deem necessary and appropriate to ensure the proper functioning of the sister cities program. To assure that the Shoreline Sister Cities Program is conducted in a manner consistent with public interest and in accordance with the laws of the State of Washington and the City of Shoreline Code of Ethics, the following guidelines are hereby established:
 - 1. The City of Shoreline shall provide such staff support as is necessary to establish and maintain communication with the Shoreline Sister Cities Association and with its sister cities.
 - 2. The City may support the Shoreline Sister Cities Association as a dues paying member.
 - 3. City funded delegate exchange activities may include:
 - a. Travel for City staff, when travel is necessary to establish or maintain an official sister city affiliation. Travel for elected officials at City expense is subject to prior City Council approval and staff travel will be approved by the City Manager.
 - b. Appropriate activities to receive public officials, or their delegates, when visiting Shoreline on official sister city business.
 - c. The exchange of information and material which support the objective of providing social, cultural and educational services, or economic benefit to the public.

- d. The exchange of technical resources and staff, when such an exchange serves the objectives outlined in this policy and is necessary to establish or maintain the sister city affiliation.
4. Any funding for private purposes is prohibited.
5. Donation of city assets, when that donation clearly serves a public purpose as outlined in this policy, may be authorized by the City Manager provided the recipient is a public entity. Promotional items of de minimus value may be distributed to individuals.
6. Official gifts received in the course of sister city activities will be the sole property of the City of Shoreline. The City will maintain an inventory of such gifts and will attempt to display them in an appropriate public setting.
7. Hosting, including travel, accommodation, entertainment and meals, received by City delegates while visiting the sister city must be in amounts commensurate with the business purpose of the trip.
8. City funds may be spent to advertise the sister city relationship or exchange events.
9. City expenditures for sister city activities shall not exceed the amount appropriated in the annual budget.

4.5 SISTER CITIES ASSOCIATION INVOLVEMENT

- A. The City of Shoreline recognizes that an active Sister Cities Association is essential to the vitality and success of the Sister Cities Program. The City expects the Shoreline Sister Cities Association to support friendship and sister city relationships by:
 1. Assisting the City in learning about potential relationship cities, and making recommendations to the City Manager on how to proceed.
 2. Developing the resources needed to support the plans of action for each relationship. Linking organizations, people and institutions in Shoreline with counterparts in relationship cities.
 3. Conducting fund-raising and providing in-kind support
 4. Planning, organizing, and implementing exchanges and formal visits
 5. Communicating with the City organization about opportunities for involvement
- B. City funding of sister city activities will be contingent upon the strong financial involvement of the Shoreline Sister Cities Association. The City will, therefore, expend such funds as is necessary provided that the Shoreline Sister Cities Association substantially endeavors to promote fundraising efforts and in-kind contributions to support sister city activities. The City expects the Shoreline Sister Cities Association to fund significant delegation exchange activities when necessary to establish or maintain a sister city relationship. Such activities may include accommodations, entertainment, and Council travel.

4.6 ANNUAL REVIEW OF SISTER CITY RELATIONSHIP

Following the establishment of a formal Sister City relationship, the City Manager, with the assistance of the Shoreline Sister Cities Association's leadership, will present an annual report to the City Council at a regularly scheduled workshop meeting. This report should outline the current plan of action, the accomplishments of this plan, and recommendations for updating the plan with new goals for the following calendar year. The City Council may provide input on additional plans/activities for the coming year.

4.7 TERMINATION

The City Council can terminate a sister city relationship for the following reasons:

- A. Upon recommendation from Sister Cities Association due to lack of participation, resources or interest on behalf of either City or related supporting groups.
- B. Lack of progress on accomplishing the goals and activities planned for the previous year.
- C. Behavior on the part of the Shoreline Sister Cities Association, its volunteers, or paid staff that violates federal, state or local laws.